

## Minutes of the anzea Board Meeting Christchurch Airport, 22<sup>nd</sup> July 2010

<p><b>Present:</b>  Tania Wolfgramm (Chaired meeting)  Debbie Goodwin  Julian King  Anne Dowden  Carol Mutch  Syd King  Chrys Horn  Kate Averill  Melissa Weenink  Pam Oliver  Shaun Akroyd</p>	<p><b>Apologies:</b>  Kate McKegg (resigned)  Kataraina Pipi  Laurie Porima  Pale Sauni</p>
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	Item	Action required and responsibility	Deadline for completing the action/s
1	<p><b>Whakawhanaungatanga</b>  Agreed Tania Wolfgramm would chair the meeting – opened with a mihi from the existing Board members to new Board members</p> <p>Introductions of all Board members</p>		
2	<p><b>Agenda</b>  Agenda confirmed and additional items included</p>		
3	<p><b>Board orientation</b>  Pam, Tania, Melissa, Anne shared their stories of the whakapapa/background to <b>anzea</b>, including core values and rationale around key aspects of the Constitution, policies and structure of portfolios and their functions.  Pam provided copies of <b>anzea</b> founding documents including establishment hui proceedings, <b>anzea</b> values and Strategic Plan 2008-2010.</p>	<p><b>Pam</b> to email <b>anzea</b> founding documents to all Board members</p>	<p>29 July 2010</p>



6	<p><b>Portfolio allocation</b> The Board agreed to the allocation of portfolio holders by consensus.</p> <p>Convenor: Pam – nominated by Julian, seconded by Chrys</p> <p>Deputy Convenor: Carol – nominated by Pam, seconded by Anne</p> <p>Treasurer: Julian – nominated by Anne, seconded by Pam</p> <p>See Table below for summary of all portfolios.</p> <p>All portfolio holders need to arrange a meeting within the next few weeks with associates to determine a proposed portfolio plan for 2010-2012 to inform strategic planning. Draft ideas for portfolio development and activity will be incorporated into portfolio reports circulated prior to the Strategic Planning workshop.</p> <p>Agreed that:</p> <ul style="list-style-type: none"> <li>• Heather Hamerton (12<sup>th</sup> person on election results list) to be offered a position on the Board.</li> <li>• <b>Board (via Pam)</b> to communicate decisions to new members, including acknowledgement of Kate McKegg’s resignation and her contribution to <b>anzea</b>. Panui will go out to members advising Kate’s resignation, new Convenor and new Board members, and advise portfolio allocation also.</li> <li>• Board letter of acknowledgement to Kate will also be prepared. Draft communications will be reviewed by the Board before being sent out.</li> </ul> <p>Discussion of Convenor succession and planning</p>	<p><b>Tania</b> to phone and discuss the portfolio allocation with absent Board members (Pale and Kataraina)</p> <p><b>Pam</b> to email Board members all current policy documents plus papers from March meeting.</p> <p><b>All new portfolio holders</b> to set up a time to talk with the previous portfolio holders for a briefing on portfolios.</p> <p><b>All portfolio holders</b> to arrange a meeting with associates</p> <p><b>All portfolio holders</b> to present a proposed portfolio plan/ideas for 2010-2012 for reporting at next Board meeting, including costs</p> <p><b>Pam</b> to formally invite Heather Hamerton to join the Board</p> <p><b>Pam</b> to draft communication for Board input and then send to membership.</p> <p><b>Pam</b> to send Board members her email correspondence with Ian Trotman regarding convenor succession planning.</p>	<p>25 July 2010</p> <p>30 July 2010</p> <p>15 August 2010</p> <p>15 August 2010</p> <p>4 October 2010</p> <p>22 July 2010</p> <p>30 July 2010</p> <p>30 July 2010</p>
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7	<p><b>Board protocols and ways of operating</b></p> <p>All portfolio holders encouraged to seek Associates from outside the Board to assist in progressing work (except Convenor, Treasurer and Secretary where Associates constitutionally have to be Board members).</p> <p>Role of Executive discussed: This consists of the Convenor, Secretary and Treasurer and has met between Board meetings to assist progression of <b>anzea</b> business. Agreed Board may from time to time delegate work to the Executive, but there may not need to be a 'standing Executive' per se.</p> <p>Discussion about how we monitor our performance as Board members with respect to portfolio responsibilities – Agreed Board members should respond to emails within 72 hours, and shouldn't ask for a decision in less than 72 hours. If a minority of Board members (i.e., less than half) don't respond within 72 hours, that may be regarded as assent. If Board members fail to carry out responsibilities to agreed deadlines, others can advise the Convenor if necessary. Agreed that the Convenor will keep a watching brief on all important portfolio deadlines.</p>	<p><b>All portfolio holders</b> to seek an associate from the general membership</p> <p><b>Pam</b> to incorporate into <b>anzea</b> Governance policy doc</p> <p><b>Pam</b> to incorporate into <b>anzea</b> Governance policy doc</p>	<p>15 August 2010 suggested</p> <p>30 July 2010</p> <p>30 July 2010</p>
8	<p><b>Minutes of previous meeting</b></p> <p>Pam had reviewed these; agreed that important matters would arise in portfolio reporting</p>		
9	<p><b>Board business</b></p> <p>For new members, familiarisation with usual Board meeting process</p> <p>Financial (Profit &amp; Loss) reports presented. Noted that we have a healthy bank balance presently but need to make economies wherever possible.</p> <p>Professional Practice Development: Melissa provided a summary. This is a major and tangible <b>anzea</b> project. Key things to think about going forward:</p> <ul style="list-style-type: none"> <li>• Engagement/communications with membership – have we done enough? Do they understand the 'so what' &amp; 'now what'?</li> <li>• Status and use of the framework going forward</li> <li>• Also need communication to membership about this</li> </ul> <p>Working group to provide a written update prior to next Board meeting – including how</p>	<p><b>Jackie</b> to add dates to headings in financial statements (i.e., "for the financial year ending 31 March 2011" and "YTD as at...")</p> <p><b>Julian, Debbie and Jackie</b> to discuss monthly financial statements being prepared for the Treasurer and Secretary.</p> <p><b>Carol</b> to contact Working Group to request report</p> <p><b>All Board members</b> to become familiar with the PPD project and what has been done to date.</p>	<p>31 August 2010</p> <p>31 August 2010</p> <p>Before October Board meeting</p> <p>Before October Board meeting</p>

	<p>the consultation process has gone so far and implications of the feedback received. Include PPD on October Board meeting agenda.</p> <p>Agreed that a PPD strategy needs to be developed.</p>		
	<p><b>Brief portfolio reports</b>  Reviewed Convenor's report – focus on prioritizing, finalizing strategy, realistic and achievable work programme</p> <p>Reviewed Secretary's report – look at how Secretary can best support the Executive role, finalise operations manual and Administrator job description</p> <p>Special Projects – Pam summarized – Taumata, received three nominations. Board will receive a full report with recommendations within a month.</p> <p>Other portfolios (finance, conferences, membership, etc) already covered in earlier discussions.</p>	<p><b>Pam</b> to get briefing from Kate</p> <p><b>Debbie</b> to get briefing from Rachael</p> <p><b>Pam</b> to provide report to Board</p>	<p>30 July 2010</p> <p>30 July 2010</p> <p>30 July 2010</p>
10	<p><b>Conference / Symposium report and discussion</b>  At last Board meeting, it was decided the 2011 conference would be held in Wellington (mid-2011, date to be decided).</p> <p>Anne has started preliminary work towards forming a Committee, consisting largely of Wellington Branch Committee members. Next steps – committee, dates, venue, theme, keynote speakers, and all other essential components to be firmed up urgently.</p> <p>Pam volunteered to be on conference committee.</p> <p>Noted that sourcing a venue is important as a priority.</p> <p>Value of and lessons learnt about the regional symposium model: Reserved this discussion for a future Board meeting.</p>	<p><b>Anne</b> to present a full conference proposal to Board by 30 September</p> <p><b>Anne</b> to draw up an committee email list and circulate</p> <p><b>Anne</b> to look for appropriate venue and book</p> <p><b>Pam</b> to list as agenda item for October meeting</p>	<p>30 September 2010</p> <p>10 September</p> <p>30 September 2010</p> <p>31 July 2010</p>

11	<p><b>Setting Board priorities</b></p> <p>Agreed that it is important to identify priorities that are within Board capacity to avoid overload, and that sourcing portfolio associates from the general membership will help with this.</p> <p>October Board meeting will include Strategic Planning. The annual work plan and budgets will flow from this.</p> <p>Board review document will be a key resource to inform discussion for development of the new Strategic Plan.</p>	<p><b>Pam</b> to arrange a facilitator with Board input</p> <p><b>All Board members</b> to read the 2010 Board review report before the October Board meeting</p>	
12	<p><b>Next Board meetings</b></p> <p>Board meets July, October and March</p> <p><i>Next Board meeting:</i> Monday 18 and Tuesday 19 Oct, Wellington – ERO offices, 101 Lambton Quay. Agenda to include strategic planning and policy review (Monday – start at 9:30) and other Board business (Tuesday – 8:30-2pm)</p> <p><i>Subsequent meetings:</i> Monday 21 March, Auckland (9:30-5pm) – Cabin Room, Auckland Airport</p> <p>Monday 18 July, Wellington – ERO offices, 101 Lambton Quay (9:30-5pm) – tentative</p>	<p><b>Pam</b> to arrange venues</p> <p><b>All Board</b> members to diary dates <b>All Board members</b> to book flights as relevant and send receipts to Jackie for reimbursement</p> <p><b>All Board members</b> to book flights as relevant and send receipts to Jackie for reimbursement</p> <p><b>Carol</b> to check 18 July 2011 doesn't coincide with school holidays.</p>	
13	<p><b>Poroporoaki</b></p> <p>Final comments from all regarding the meeting. Everyone agreed that we had laid the foundations for this Board collectively to work well together.</p>		

## Portfolio allocation

Portfolio	Portfolio holder	Associates	Previous portfolio holders
Branch development	Debbie Goodwin	Pam Oliver	Shaun Akroyd
Communications (inc IT)	Chrys Horn	Kate Averill, Tania Wolfgramm	Rachael Trotman; Tania Wolfgramm; Jane Carroll
Conferences	Anne Dowden	Chrys Horn	Anne Dowden
Convenor	Pam Oliver		Kate McKegg
Deputy Convenor	Carol Mutch		Laurie Porima
Māori development	Kataraina Pipi (TBC)	Tania Wolfgramm, Syd King	Kataraina Pipi
Membership	Heather Hamerton (TBC)	Anne Dowden	Pam Oliver
Pacific development	Tania Wolfgramm	Pale Sauni (TBC)	Tania Wolfgramm
Professional practice devel	Carol Mutch	Pam Oliver, Syd King	Melissa Weenink
Secretary	Debbie Goodwin	Heather Hamerton (TBC)	Rachael Trotman
Strategic relationships	Kate Averill	Syd King, Tania Wolfgramm	Pam Oliver
Treasurer/Resourcing	Julian King	Chrys Horn, Kate Averill	Julian King